



## **CITY OF DELTONA FIRE DEPARTMENT FIRE LOSS MANAGEMENT DIVISION PLANS / SYSTEMS SUBMITTAL CHECKLIST**



The following items must be submitted with construction documents for plans to be accepted for review by Fire Loss Management for construction / fire systems projects to be permitted. Incomplete or missing documentation will not be accepted for review. **THREE (3) SETS OF ALL DRAWINGS, SPECIFICATIONS ETC., REQUIRED TO BE SUBMITTED FOR REVIEW.** A pre-construction meeting with all subs is required before the building permit will be issued. Any questions should be directed to *Inspector Lisa Nadeau at (386) 575-6924.*

**PROJECT NAME:** \_\_\_\_\_

### **BUILDING CONSTRUCTION / INTERIOR RENOVATIONS**

- ☐ Approved Site Plan (New Buildings / Complexes)
- ☐ Engineer of Record Name / Address / Contact Numbers (including Fax #)
- ☐ Fire Sprinkler Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)  
(If Applicable)
- ☐ Fire Alarm Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)  
(If Applicable)
- ☐ Index / Design Criteria of ALL required systems listed
- ☐ Engineer Sealed pages
- ☐ Scaled Drawings
- ☐ Copies of Proper Certification / Licenses for scope of work to be performed
- ☐ Type of Construction/Occupancy / Occupant Loads / Life Safety Plan

### **FIRE SPRINKLER / STANDPIPE / FIRE PUMP SYSTEMS (Separate Permit(s) Required)**

- ☐ Engineer / Contractor Name / Address / Contact Numbers (including Fax #)
- ☐ Copies of Proper Certification / Licenses for scope of work
- ☐ Sprinkler / Hydraulic Calculations
- ☐ Engineer sealed pages / Shop drawings if Design criteria is submitted with Building Plans
- ☐ Copies of Material/Component specifications
- ☐ Copies of Certification / Licenses for scope of work

### **FIRE ALARM SYSTEMS (Separate Permit)**

- ☐ Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)
- ☐ Copies of Specification of components used
- ☐ Battery Calculations
- ☐ Engineer sealed plans (over \$5,000)
- ☐ Copies of Proper Certification / Licenses for scope of work

### **FIRE SUPPRESSION / COOKING HOODS / PAINT SPRAY BOOTHS (Separate Permit(s) Required)**

- ☐ Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)
- ☐ Copies of Specifications of components / Systems used
- ☐ Isometric (3 Dimensional) plans / drawings of hood / duct / equipment being protected.
- ☐ Copies of Proper Certification / Licenses for scope of work

**MECHANICAL / COOKING HOODS (Separate Permit required if not submitted w/ Bldg. Plans)**

- ☐ Engineer / Contractor / Name / Address / Contact Numbers (Including Fax #) E-Mail
- ☐ Specifications of Hood / Duct / Fans, etc. / UL Listing (if applicable or utilized)
- ☐ Copies of Material/Component sections
- ☐ Sealed Drawings

**SMOKE EVACUATION SYSTEMS (Separate Permit if not included in Bldg. Plans)**

- ☐ Engineer / Contractor / Name address / Contact Numbers (including Fax #) E-mail
- ☐ Copies of Proper Certification / Licenses for Scope of work
- ☐ Sealed Drawings
- ☐ Copies of Material/Component specifications

**ABOVEGROUND / UNDERGROUND FUEL/LP TANKS (Separate Permit)**

- ☐ Engineer / Contractor / Name / Address / Contact Numbers (including Fax #) E-Mail (if available)
- ☐ Copies of Proper Certification / Licenses for Scope of Work
- ☐ Sealed Drawings
- ☐ Copies of Materials/Component Specifications/Tank UL Listings, etc.
- ☐ Type & Amounts of Fuel / Gas utilized

**MISCELANEOUS (Separate Permit)**

- ☐ Tents (Site Plan & Size / Type of Tent / Zoning Approval / Certification of Flammability / Contact Numbers
- ☐ Burn Permit / Land clearing / Site Plan / Location / Proof of Insurance / Contact Numbers